



City of Austin - JOB DESCRIPTION



Appraiser

FLSA:	Standard/Non-Exempt	EEO Category:	(50) Para-Prof
Class Code:	10610	Salary Grade:	UA3
Approved:	October 24, 1997	Last Revised:	November 02, 2007

Purpose:

Under general supervision, performs appraisal functions and research tasks related to the acquisition of real estate for the City of Austin.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Review and analyze construction plans, zoning plans, appraisal district maps, site plans and development plans to determine affect on real property acquisition.
2. Interpret project plans and make recommendations to property agents, project managers and management with regard to real estate issues.
3. Interpret the impact of engineering reports, land plans, and environmental site assessments on the value of real estate.
4. Participate with other departments and agencies to determine if tracts are eligible for development prior to acquisition and appraisal.
5. Attend and testify at commissioner's hearings and jury trials as required in the condemnation process.
6. Review and approve environmental consultant reports.
7. Coordinate and monitor environmental investigations and testing for properties.
8. Hold and attend meetings and make presentations to neighborhood groups, boards, commissions, property owners, real estate brokers/agents, and project managers regarding the appraisal process.
9. Coordinate appraisal requests, environmental assessment requirements, land-planning activities, project manager requirements, title clearance and law department requirements.
10. Research appraisal district data ownership of property and easements, and sales data.

Responsibilities - Supervisor and/or Leadership Exercised:

None.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of real estate practices and/or property title clearing and conveyance.
- Knowledge of codes, laws, and regulations.
- Knowledge of City ordinances, including City of Austin Parkland Use Agreement Schedule.
- Knowledge of construction plans, zoning maps, appraisal district maps, and site plans.
- Knowledge of the standards and professional practices of appraisers.
- Skills in effective verbal and written communication.
- Skills in writing and interpreting legal descriptions of leases, real estate, easements, and similar properties.
- Skill in establishing and maintaining good working relationships.
- Skills in coordination, time management, and record keeping.
- Ability to research and interpret blanket type easements, judgements, boundary line agreements, and other documents.
- Ability to read and interpret field notes, engineering plans, and maps.
- Ability to work with different businesses.
- Ability to resolve discrepancies.
- Ability to exercise good judgement, tact, and diplomacy in all public dealings.
- Ability to use Microsoft Word and Excel.

Minimum Qualifications:

Bachelor's degree in Business Administration, Real Estate, Public Administration or related field plus two (2) years experience in appraisal activities and completion of ninety (90) hours of appraisal courses.

One year of experience may substitute for one year of education with a maximum substitution of four years.

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.